

CONFIDENTIAL

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100050027-3

REPORTS INVENTORY					CONTROL NO.	
PREPARE IN DUPLICATE					DDS#T/ORD-36	
1. TITLE OF REPORT (If a fill-in report include Form No.)					2. TYPE OF REPORT	
Report on Delinquent Advances					<input type="checkbox"/> STATISTICAL <input checked="" type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL		TRAINING		
		LOGISTICS		SECURITY		
		MEDICAL		FINANCE		
		<input checked="" type="checkbox"/>				
4. NO. OF COPIES PREPARED		5. FREQUENCY (weekly, monthly, quarterly, etc.)		6. DISTRIBUTION (No. of components not number of copies)		
2		Monthly		1		
7. FORMAT (memorandum, form computer print-out, etc)		8. ADP PROCESSING		9. DIRECTIVE AUTHORITY REQUIRING REPORT		
Memorandum		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		<input type="checkbox"/> 25X1		
10. PREPARING COMPONENT (include lowest level contributing information to report)			11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)			
B&F/ORD						
12. COST FACTORS						
A. MANUAL PREPARATION AND REVIEW COSTS						
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	
				X	TIMES PREPARED	
				=	COST PER YEAR	
GS 11.8	6.60		2		13.20	
					12	
					\$158	
B. COSTS OF COMPUTER PRODUCED REPORTS						
TOTAL COSTS PER YEAR					\$158	
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.						
Provides Office of Finance listing of individuals responsible for delinquent advances.						
14. FUTURE GOALS						
GOAL PROPOSED BY COMPONENT FOR THIS REPORT					ESTIMATED SAVINGS	
<input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE					<input type="checkbox"/> OTHER (explain) MAN-HOURS DOLLARS	
					--- --25X1	
16. DATE OF INVENTORY		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION				
12 Oct. 1970		C/B&F/ORD				
18. EXTENSION						

25X1

FORM 142

Classification

(22-36-43)